

**Job title:** Youth Worker – Open Access

**Responsible to:** Open Access Project Lead

**Contract:** fixed term until mid-January 2027

**Hours of work:** part-time, 9 hours per week; Mondays & Thursdays, 3:30 - 6:30pm and Tuesdays 4.30 – 7.30pm

**Salary:** £5,967 per annum

**Job purpose:** To support the delivery of youth work and education projects

**Main location:** The Mix building, Stowmarket

### **Who are we?**

We see a future in which young people are change makers, with clear confident voices that are heard. A future in which any young person from any background can grow and flourish to become their best selves. In this future they exercise both their rights and responsibilities and invest their lives in building strong communities. We walk together with young people as trusted partners who support, guide, inspire and empower them with that future in mind. We are The Mix.

The charity includes 127 Trading Limited, a wholly owned subsidiary set up and operated to generate additional income for youth work delivery by The Mix Stowmarket Ltd.

### **About the project:**

Our Open Access youth work creates a safe space for Young People to be themselves, to explore life's big questions and have access to a team of Youth Workers to support them.

### **Overview of the post:**

As our new Youth Worker, you will work alongside the Open Access project lead and be responsible for delivering youth work activities across The Open Hours Project. The Youth Worker will sustain a belief in the intrinsic value of young people, and a desire to support young people's wellbeing and development.

The postholder will ensure our youth work maintains its excellent standing and reputation through services of the highest quality and greatest relevance to our beneficiaries. They will represent and promote the charity and its charitable activities amongst the community, with volunteers, families and other professionals, and be an advocate for young people.

They will demonstrate excellent communication skills and the ability to engage with young people with a range of diverse needs. The Youth Worker will be creative, flexible and demonstrate a passion and skill for supporting and developing young people in our care.

The postholder will be exceptional, practical and with a positive attitude to work in this key role which equips young people with the experiences and skills they need to flourish and be valuable contributors to society. The Youth Worker will proactively build a safe environment for young people and offer engaging, diverse, and impactful activities based on sound evidence and feedback from young people.

### **Main Responsibilities:**

#### Youth work delivery:

- Play an integral role in the delivery of a range of youth work activities/projects across The Mix, as required by your manager.
- Maintain delivery of the highest quality youth work services and activities in line with our strategy and funding requirements and the needs of young people
- Maintain an overview of young people's individual needs, supporting the project teams to offer bespoke, targeted support, including reviews and reporting.

### **Main Responsibilities continued:**

- Promote and lead a healthy learning environment through the building of positive relationships, proactively implementing supportive strategies and being part of a team which effectively leads to the successful learning and development of young people.
- Proactively engage with young people, be responsive to their needs, and work in an adaptive and flexible way to address these.
- Raise awareness of the needs of young people and be an advocate for them and youth work, both internally and externally.
- Support with the coordination and delivery of our Open Access youth work inside The Mix (i.e. our weekly after school drop ins), actively listening to young people and enabling them to inform and shape our offer.
- Act as duty youth worker at The Mix, responding to general youth work enquiries.
- Evidence how young people are informing, shaping and participating in the development of our Open Access youth work.
- Utilise appropriate recording, reporting and impact measurement procedures for all aspects of Mix youth work.

### Project development:

- As required, assist Project Leads and Head of Youth Work and Education to develop and/or grow projects/activities informed by your expertise, and young people's voices.
- Develop and use appropriate reporting and impact measurement procedures in all aspects of your work, and support with data inputting and monitoring, as required.
- Liaise and collaborate with external stakeholders (including families, schools, statutory services and other services/partners) as required.
- Consider how we can grow our impact with parents and families as part of our open access youth work offer.

### Safeguarding:

- Work in accordance with The Mix's Safeguarding Policy at all times, including attending mandatory safeguarding training and refreshers and liaising closely with the Designated Safeguarding Lead, and the wider safeguarding team.
- Proactively support and create an environment that upholds rigorous safeguarding procedures to ensure timely support for young people attending The Mix.
- Ensure there is a strong culture of listening to young people, so they are seen and feel heard so that they are kept safe.

### General:

- Work in accordance with The Mix's policies, procedures, principles, vision, and values and be proactive in implementing equal opportunities in all aspects of your work.
- Stay up to date with youth work and the needs of young people ensuring appropriate knowledge transfer to colleagues. Develop youth work provision at The Mix to support all young people to be able to meet and engage socially and take part in youth and social enterprise.
- Ensure our open access delivery is integrated closely with our other programmes.
- Engage in relevant training, development opportunities and partake in regular work review procedures as required, including regular performance management processes.
- Attend events, sessions, meetings etc. which occasionally take place in the evening and/or weekends.
- Undertake any other duties that are commensurate with the post.

## Person Specification

Qualifications	Essential	Desirable
1. Level 2 qualification in Youth Work, or equivalent training/experience, or a willingness to undertake this training	✓	
2. Level 3 qualification in Youth Work		✓
<b>Knowledge, skills, experience and behaviours</b>		
3. Demonstrable experience of working with a diverse range of young people in a variety of settings, including youth work, education, charity etc.	✓	
4. A robust understanding of child protection and safeguarding and/or a willingness to undertake training	✓	
5. A belief in the intrinsic value of young people	✓	
6. Passion for supporting young people, their families and community	✓	
7. An enthusiastic and committed approach to improving young people's lives	✓	
8. Self-motivated, proactive and positive approach and attitude to work	✓	
9. Demonstrable personal resilience, a forward-thinking attitude and adaptiveness to change	✓	
10. Patience and the ability to remain calm during difficult situations	✓	
11. A non-judgmental approach towards work and others	✓	
12. A demonstrable ability to show discretion when dealing with sensitive and confidential information	✓	
13. An ability to work both independently and collaboratively with different teams/areas of The Mix, appreciating and advocating for healthy relationships	✓	
14. Excellent communication and interpersonal skills to establish and maintain effective working relationships with both internal colleagues and external stakeholders	✓	
15. Sound experience of IT and systems including MS office applications	✓	
16. A good understating of recording, reporting and presenting data	✓	
17. Sound organisational and time management skills	✓	
18. Have the flexibility to work evenings and weekends as required	✓	
19. An ability to represent the charity and the needs of young people with external stakeholders, the public and relevant organisations	✓	

Whilst these criteria are incredibly important to us at The Mix, we also see value in an individual's character, passion, and the integrity to lead well.

For further information about our Youth Work projects and services, please visit our website <https://www.themixstowmarket.org/>

The Mix Stowmarket Ltd. is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any job offers are subject to the completion of satisfactory pre-employment checks and role-specific DBS (criminal records) checks.

We are committed to promoting equality of opportunity for all staff and job applicants. We aim to create a working environment in which all individuals can make best use of their skills, free from discrimination or harassment, and in which all recruitment decisions are based on merit. We do not discriminate against individuals based on age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race (ethnicity) including colour, nationality, ethnic or national origin, religion or belief, sex, or sexual orientation.